

The INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



OFFICE OF THE GOVERNOR
INDIANAPOLIS, INDIANA 46204-2797

JOSEPH E. KERNAN
GOVERNOR

December 1, 2004

My fellow state employees,

As we wrap up another year, state employees once again are stepping forward in significant ways to do their part to strengthen Indiana. Through the Hoosiers Helping Hoosiers food drive and the State Employee Community Campaign, all of you are giving a little bit more to make sure that this holiday season is a good one for our fellow Hoosiers and their families.

It's this type of generosity and commitment that each of you offer every day in your public service as state employees. And, because of that, I'm proud to announce a general salary adjustment. Effective in December, a 2 percent increase will be added to each employee's base salary. As well, each full-time employee will receive a grant of \$546, which will mean an additional \$21 per paycheck. I have asked the State Personnel Department to provide the specific details on how this increase will impact each of you and when you will see it in your paychecks.

Thank you for your continued service to the state of Indiana and your fellow Hoosiers.

Sincerely,

A handwritten signature in black ink that reads "Joseph E. Kernan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joseph E. Kernan

Information on 2005 State Employee Pay Raises

Effective for payroll group A on the pay period beginning December 19, 2004, and for payroll group B on the pay period beginning December 12, 2004:

- a. Employees will receive an increase of 2%; and then
- b. Active, full-time employees will receive an additional flat grant of \$21 biweekly (\$546 annualized) factored into base wage.

The maximums of the pay ranges will be increased by 2% and then \$21 biweekly.

These changes do not apply to temporary and intermittent employees; Institutional Teachers; Teachers of the Deaf; Supervising Teachers of the Deaf; Substitute Teachers; Elected Officials; Judicial Branch; and Legislative Branch; and sworn police officers employed by the State Police, Department of Natural Resources and the Alcoholic Beverage Commission.

FSSA: Vocational Rehabilitation Services' Employee Receives "Excellence in Service Award" in October, 2004

Barb Nichols, Region II Secretary with Vocational Rehabilitation Services was presented with the Excellence in Service Award on October 29, 2004. Barb was nominated on this occasion by the Information Technology staff of Vocational Rehabilitation.

In his nomination, Mark Hood, VR IT staff, stated that "Barb Nichols has been with Vocational Rehabilitation Services for about 24 years. She has served as the Region Secretary for the past 12 years. She is very knowledgeable of the VR program and

contributes greatly to the Region and State. She is highly respected by staff across the state and by those individuals

from other agencies, vendors, and customers that she has contact with. Barb also demonstrates extraordinary dedication and commitment beyond her job duties on a daily basis by assisting VR counselors, secretaries, and management with our case management system IRIS in the role of a helpdesk staff mem-

ber. I and the rest of the IRIS technical staff wish to express our gratitude for all she does with this nomination."



Kristen M. Schunk, Interim Director of DDARS, presents Barb Nichols with the Excellence in Service Award.

Learn More Resource Center Launches Statewide P-16 Efforts to Help Hoosiers Get More Education

New Web site, expanded Helpline and additional resources to support parents, students and school counselors

On October 8, the Indiana Commission for Higher Education announced an aggressive effort to advance education and training of Indiana citizens with the statewide launch of Learn More Resource Center, *Indiana's Pre-K to College Connection*.

Focusing on providing information to families earlier, Learn More builds on the previous work and success of the Indiana Career and Postsecondary Advancement Center (ICPAC) to support many of the initiatives of the Indiana Education Roundtable's P-16 Plan for Improving Student Achievement. The comprehensive plan outlines strategies for ensuring all students have the academic foundation they need to successfully complete postsecondary education (associate's degrees, bachelor's degrees, apprenticeships and military training).

The first phase of Learn More's new Web site provides parents and school counselors with an array of user-friendly resources necessary to support student learning from the very early years of a child's life, through K-12 education, college and beyond.

Web resources will double this fall with the addition of specific sections for students, adult learners, college counselors and parents of young children. Learn More's comprehensive Web site and trained Helpline specialists support and encourage lifelong learning for all Indiana citizens. Aprenda Más en español (Learn More in Spanish) also provides translations, materials and resources in Spanish.

Under the direction of the Indiana Commission for Higher Education, the mission of Learn More Resource Center, *Indiana's Pre-K to College Connection*, is to inform, encourage, and support the P-16 education and career development of the people of Indiana.

Visit www.learnmoreindiana.org
or call 1-800-992-2076
for more information

Your Voice

I believe the state should consider amending their funeral leave policy to allow employees to take five days off instead of three. With only three days, it's as if those who have lost a loved one are being told that they need to say their goodbyes and get back to work. It also puts a lot of pressure on those whose loved ones lived elsewhere and the employee has to travel a great distance for the funeral and only has three days in which to do so. Employees shouldn't have to use vacation or personal time to extend their funeral leave.

I think the state should also consider closing for President's Day in February instead of using it at Thanksgiving/Christmas. Unless there is a law that says the state has to be open a certain number of days during the year, there shouldn't be any reason why the state can't be closed two days for Thanksgiving and Christmas and be closed for President's Day.

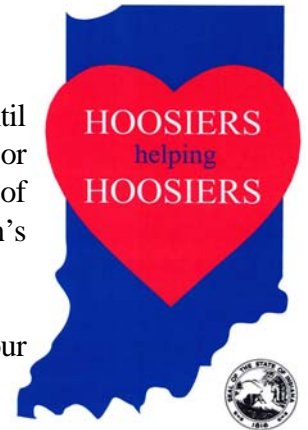
John T. Cole
Family and Social Services Administration

Are you a state employees that would like to express your opinions about state government, your job, the budget, or any work-related topic that directly affects you? Submit your thoughts to "Your Voice"! You may do so by writing to: The Interchange, State Personnel Department, 402 West Washington Street, Room W161, Indianapolis, IN 46204, or make your submission on-line at <http://www.in.gov/jobs/theinterchange>. If you have questions or concerns, please contact Kristin Brown at KrBrown@spd.IN.gov or (317) 234-1407.

Hoosiers Helping Hoosiers

This holiday season, Governor and Mrs. Kernan are asking for your help to feed Hoosiers in need. Until December 10, 2004, receptacles will be placed in your agency or facility to collect nonperishable food or toiletry items (toothpaste, razors, laundry detergent, etc.). The items will be used to support hundreds of local charities. In Indianapolis, all items collected will be donated to the Indiana Hoosier Veteran's Assistance Foundation and the Damien Center.

Should you have any questions, please contact the Hoosiers helping Hoosiers contact person within your agency or facility. Thank you in advance for helping those in need this holiday season!



Indiana's Challenge for Better Health

The results of the contest put on by Sodexo are in! Four state employees won a \$50 gift certificate to Galyans and two won treadmills! Congratulations to all those who have accepted this challenge and committed to walking.

The Governor's Challenge for Better Health goes on. Please be sure to record your steps each week as we continue to walk our way to the goal. If you haven't visited the Indiana's Challenge for Better Health web site in a while, now is a great time to get back into walking. The URL is <http://www.in.gov/gov/healthchallenge>. Also, don't forget to register for the Indiana Wesleyan University walk at eagle creek to be eligible for other great prizes.

Treadmill winners are:

Anitra Davis from Department of Transportation
Patricia Zenor from Department of Administration

\$50 gift certificate to Galyan's winners:

Jack McCrobie from the Department of Revenue
Sandy Dockery from the State Department of Health
Krysten Lester from the Workers Compensation Board
Roberta Smith from the Department of Workforce Development

Congratulations to all!

TRAINING PROGRAMS

January 2005

Date	Time	Class	Cost
4	9:00 - 3:00	CLER: Managing People**	See fee below*
5	9:00 - 12:00	CLER: Selection & Interviewing**	See fee below*
	1:00 - 4:00	CLER: Sexual Harassment for Managers**	
6	9:00 - 12:00	Record Keeping Guidelines for OSHA	Free
11	9:00 - 4:00	CLER: Personnel Rules**	See fee below*
12	9:00 - 4:00	CLER: Union Settlements**	See fee below*
13	9:00 - 12:00	Compensation Overview for HR Professionals**	Free
20	1:00 - 3:30	Hoosier S.T.A.R.T.	Free
18	9:00 - 3:30	CLER: Performance Appraisals**	See fee below*
19	9:00 - 11:00	CLER: Administrative Investigations**	See fee below*
	12:00 - 4:00	CLER: Progressive Discipline**	
24	11:30 - 1:00	Basic American Sign Language (Limited enrollment-see "NOTE" below)	Free
25	9:00 - 4:00	CLER: ABC's of Discrimination**	See fee below*
26	9:00 - 1:00	CLER: Family Medical Leave**	See fee below*

NOTE: All classes will be held in the State Training Center except where noted.

NOTE: Basic American Sign Language consists of 1 meeting per week for 8 weeks. Participants must commit to all 8 sessions.

"CLER" denotes training sessions of the Comprehensive Labor and Employee Relations (CLER) program.

Additional information about the CLER program is found as a separate heading on State Personnel's Training Home Page.

Fee for CLER: *\$25 is the cost of the CLER program** per participant, and is inclusive for the 10 courses in the program.

**These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

Happy Holidays!



Artwork provided by Jerry Williams, State Personnel Department

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